

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2001/09/05 : CIA-RDP81-00142R000500060005-9  
DD/A 78-1378/32

ILLEGIB

  
*Personnel-12*

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT : Uniform Promotion System

REFERENCE : Multiple Addressee Memo from A/DDA, dated  
13 October 1978, same subject (DD/A 78-1378/25)

1. A number of questions have been asked about the instruction in reference memorandum which stated that employees ranked in the lowest ten percent of a competitive group should be made aware of their relative low standing.


2. This was suggested as a mechanism for alerting officers who, because of poor performance or other identifiable problem, were not meeting minimum work standards. It was not envisioned as being a requirement in cases where such standing was based on a forced numerical low ranking despite proficient performance.

3. The responsibility for making such distinctions will remain with the Heads of the DDA Sub-groups.

  
STATINTL

Michael J. Malanick

Distribution:

Orig - D/OC  
1 - Each Add Addse  
① - DDA subj  
1 - DDA chrono  
1 - MJM chrono  
1 - DDA/CMO chrono  
1 - DDA/CMO subj file  
DDA/CMO:  jls(31 Oct 78)

STATINTL

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13 October 1978

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT : Uniform Promotion System

As the Directorate commences its implementation of the Uniform Promotion System, there is need to address two aspects of the System and the approach that must be taken to insure DDA-wide uniformity.

A. Notification of Low Ranking

Although most of the DDA Sub-groups rank their careerists on a numerical basis within each competitive group, the option to simply assign an evaluative descriptor (HP, MD, etc.) and list officers alphabetically within that category is available if that system is preferred. However, if that option is chosen, sub-groups must numerically identify the lowest ten percent of officers in each competitive group. This is not meant to alter the requirements of [REDACTED] concerning STATINTL certain actions affecting officers ranked in the lowest three percent.

Those employees who rank in the lowest ten percent of each competitive group should be made aware of their relative low standing. Sub-groups should insure that counselling, including suggestions for remedial action, be afforded those individuals who are so identified.

B. Ranking and Promotion of GS-15 Officers

In paragraph four of the multiple addressee memorandum from the DDA/CMO on the Uniform Promotion System dated 11 August 1978, mention was made of providing additional information on the SPRB's evaluation of GS-15 officers.

Sub-groups will continue to be responsible for evaluating their own GS-15 officers for Value to the Service. In order to avoid any question of a body other than the SPRB recommending officers for promotion to GS-16, a new DDA evaluative procedure is being introduced. Henceforth, sub-groups will no longer numerically rank GS-15 officers (except as required for the lowest 10 percent) but will simply assign each an evaluative descriptor. Sub-groups are urged to support these evaluations by including in the record a comment which addresses each officer's strengths, weaknesses, suggestions for assignments and training and other appropriate issues. While this need not be done during each evaluation, it seems prudent to do so annually. These remarks would serve as the substantive base for career development counselling.

The SPRB will convene semiannually (October or November and April or May) for the purpose of making recommendations for promotion of GS-15 DDA officers to the supergrade level.

  
Michael J. Malanick

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Distribution:

Orig - D/OC

1 - Each Add Adse

1 - DDA Subj

1 - DDA Chrono

1 - MJM Chrono

1 - DDA/CMO Chrono

DDA/CMO:  jls (12 Oct 78)

STATINTL

DD/A 78-1378/29

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : FY-79 Uniform Promotion System

REFERENCE : Memo frm DD/A to DDA Office Directors  
(No. 1378/26), dtd 17 Oct 78, Same Subj.

1. This memorandum rescinds referent memorandum.
2. The DDCI has approved the Directorate minimum promotion target for FY-79. The totals by grade were the subject of DDA Administrative Notice No. 78-12. Additionally, each Sub-group should publish its individual minimum plan as soon as possible as reflected in Phase I of the FY-79 Annual Personnel Plan (APP).
3. The Uniform Promotion System requires that a centralized mechanism be established to track promotions within the DDA as we proceed through FY-79. To that end it is requested that effective immediately your Admin/Personnel Staffs provide the DDA/CMO with an alpha listing of promotions to be effected on each uniform promotion date. The alpha listing must reach the CMO at least concurrent with, but hope-fully before the promotion action reaches the Office of Personnel. While the DDA is not in a position to review promotion recommendations from a substantive standpoint, he is responsible to assure that all policies involved with the Uniform Promotion System are followed. The Career Management Officer for the DDA will verify information on the alpha listing and forward a signed copy to the Office of Personnel as authority to proceed with the requested promotions.

Distribution:

Orig - D/CO

1 - ea addn'l adse

1 - DDA subj & chrono

1 - CMO/DDA

/s/ Michael J. Malanick

for John F. Blake

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DD/A 78-1378/31  
[REDACTED]

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
MG Career Management Officer

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT : Uniform Promotion System

REFERENCE : Memo frm D/Pers to DD/A, DD/NFA, DD/O,  
DD/S&T, & Chmn, E Car Ser Bd, dtd  
16 Oct 78, Same Subj.

1. Reference announced the policy whereby the effective date of a promotion may be delayed up to 90 days to take advantage of an upcoming within-grade increase. When such a situation occurs, it will be Directorate policy to consult with the affected employee who will have the option for either promotion on the uniform date or delay of the promotion pending the within grade increase.

2. We feel the employee should be involved in the decision due to the amount of time potentially involved. There are likely to be employees who feel that the additional time-in-grade and actually getting the promotion in hand may offset the value of waiting for a within grade increase.

/s/ Michael J. Malanick  
Michael J. Malanick

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1 - MJM chrono  
1 - CMO/DDA

O/CMO/DDA [REDACTED] pao (26 Oct 78)

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